
Hamilton County

COVID-19 Preparedness & Response Plan



HAMILTON COUNTY
INDIANA

By

Safety & Risk Management

June 2020

TABLE OF CONTENTS

INTRODUCTION	1
BASIC INFECTION PREVENTION MEASURES	1-3
ENHANCED HYGIENE	1
SICK LEAVE POLICIES	2
REMOTE WORK.....	2
ENHANCED SOCIAL DISTANCING.....	2-3
CLEANING, DISINFECTING, VENTILATION.....	3
PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS	3-5
EMPLOYEE & VISITOR SCREENING	3-4
PROCEDURES FOR REPORTING ILLNESS.....	4-5
BECOMING SICK AT WORK	5
PERSONAL PROTECTIVE EQUIPMENT	5
ADDITIONAL WORKPLACE PROTECTIONS	5-6
ENGINEERING CONTROLS.....	5
ADMINISTRATIVE CONTROLS	5
WORKING WITH INSURANCE COMPANIES & LOCAL HEALTH AGENCIES	5-6
IOSHA /OSHA STANDARDS	6
NON-ESSENTIAL TRAVEL.....	6
EXHIBITS CONTAINING	
EXHIBIT A	ORDIANANCE 04-06-20-D
EXHIBIT B	ORDIANANCE 03-23-20-B
EXHIBIT C	ORDIANANCE 04-06-20-A
EXHIBIT D	SCREENING QUESTIONS
EXHIBIT E	ORDIANANCE 03-16-20-B
EXHIBIT F.....	ORDIANANCE 04-27-20-A
EXHIBIT G.....	TRAVEL QUESTIONNAIRE

In order to respond to the current state of emergency related to the novel coronavirus ("COVID-19") and to comply with relevant state and local orders related to COVID-19, Hamilton County has prepared the following COVID-19 Preparedness and Response Plan ("Plan"). This plan may be updated as the situation evolves or as state or local orders related to COVID-19 are issued or amended.

This plan follows Center for Disease Control and Prevention (CDC) and Indiana State Department of Health (IDHS) guidelines, Indiana Occupational Safety and Health Administration (IOSHA) standards related to COVID-19 and Executive Order 20-26, requiring the plan to address the following:

- Employee and visitor's health screening process
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Cleaning, disinfecting and ventilation;
- Prompt identification and isolation of sick persons;

BASIC INFECTION PREVENTION MEASURES

Enhanced Hygiene:

Employees of Hamilton County are instructed to wash their hands frequently, and to use good respiratory etiquette by covering their coughs and sneezes with tissues or the inside of their elbow, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon the immediate entry to all County facilities. Signs regarding proper hand washing methods will be posted in restrooms and throughout each facility. Hand shaking is prohibited to ensure good hygiene.

Employees are discouraged from using other's phones, desks, offices, or other tools and equipment, when possible. If sharing such items or spaces is unavoidable, then employees should wipe down all items and spaces prior to sharing it with another employee.

Sick Leave Policies:

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the County's applicable leave policies. Questions regarding leave shall be directed to Human Resources. Any on-site employee who

appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work:

On April 6, 2020, the Board of Commissioners passed Ordinance No. 04-06-20-D (**Exhibit A**) permitting employees to work at home, at the direction of the employee's Director and/or Elected Official, under the newly passed Telecommuting / Telework Policy and Telecommuting agreement.

Furthermore, the Board of Commissioners has stated that Telework should be considered for all employees who are not essential to on-site operations, and whose job duties reasonably allow them to telework. Telework is not guaranteed. All remote work must be coordinated and authorized by the employee's Director and/or Elected Official who will ensure proper documentation is completed per the County's Telework Policy.

Enhanced Social Distancing:

Directors and/or Elected Officials will direct employees to perform their work in a way that encourages social distancing of greater than six feet of other individuals. Where possible, employees may be relocated or provided additional resources to avoid shared offices, desks, telephones, and tools / equipment. Engineering controls such as ground markings, signs, and/or physical barriers may also be used, if needed. Employees should remain in their assigned work areas as much as possible.

The Hamilton County Buildings & Grounds Department will provide visual indicators of appropriate spacing, located throughout County facilities, to avoid congestion; and designated entry point(s) for screening employees and/or visitors to reduce congestion are located at the main entrance of each building. Additionally, Department Heads and/or Elected Officials are encouraged to consider flex scheduling, when possible, without disrupting services.

Additionally, the Board of Commissioners passed Ordinance No. 03-23-20-B (**Exhibit B**) on March 23, 2020, which allows any member of the Board of Commissioners, or any member of another Board or Commission to attend a public meeting via phone or other electronic means as long as the following conditions are met:

- One (1) Commissioner or Board member is present at the advertised location of the meeting.
- The meeting is open to the public.

- Meeting minutes are prepared, approved, and maintained.

Hamilton County will continue to follow CDC and IOSHA guidance with respect to prevention and mitigation efforts, and adopt any additional infection-control measure deemed to be necessary based on guidance from appropriate local, state, and federal health agencies.

Cleaning, Disinfecting, Ventilation:

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed at a minimum of once a day using EPA-approved disinfectants. High touch surfaces, in common areas, will be disinfected at least two (2) times daily.

Departments will be provided with access to approved disinfectants, upon request. A copy of the Safety Data Sheet (SDS), and any required PPE will also be provided at the time of distribution. This should be used by employees to wipe down commonly used surfaces before each use.

If an employee that has been in the workplace in the past fourteen (14) days tests positive for COVID-19, the individuals work area and /or vehicle will be thoroughly sanitized using appropriate measures.

To optimize air quality within County facilities, the Buildings & Grounds Department will be maximizing fresh outside air intake throughout the day, weather permitting.

PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee & Visitor Screening Before Entering County Facilities:

On April 6, 2020, the Board of Commissioners passed Ordinance No. 04-06-20-A (**Exhibit C**) which requires any person seeking to gain access to Government Office Buildings to take the following steps:

- Present a valid County employee identification badge or other evidence of a need to access the Government Office Buildings;
- Answer the screening questions prompted by the Judicial Security Officers in the negative (**Exhibit D**);
- Have their temperature taken by Judicial Security Officers, which temperature shall be below 100.4;

- Apply hand sanitizer prior to moving past the security station, or proceeding past the facilities entrance

Furthermore, any persons showing symptoms consistent with COVID-19 either during a screening process, or prior to arrival, will be prohibited from entering into the Judicial Center, or remaining within an building, structure, or other location owned or operated by the County as outlined in Ordinance No. 03-16-20-B (**Exhibit E**) which was passed by the Board of Commissioners on March 16, 2020.

Procedures for Reporting Illness:

Pursuant to Ordinance No. 04-27-20-A (**Exhibit F**), passed by the Board of Commissioners on April 27, 2020, any full or part-time employee meeting any of the criteria outlined below shall not be permitted to return to work unless the employee has tested negative for COVID-19:

- Exhibits sign and/or symptoms of COVID-19 infection during a routine screening process as determined by the employer; or
- An employee is experiencing COVID-19 symptoms and seeking medical diagnosis; or
- If any employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
- An employee experiencing any other substantially similar conditions specific by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor; or
- A member of an employee's household or immediate family has tested positive for COVID-19; or
- Other reasons as determined appropriate by the County's Safety and Risk Manager

If any of the above criteria is met, the County's Safety & Risk Manager shall provide employees with information concerning testing. The Safety & Risk Manager shall notify the appropriate Director and/or Elected Official once the employee is eligible to return to work. The County shall pay the cost, if any, of all testing provided by a facility that is approved by the Director of Safety & Risk Management.

Becoming Sick at Work:

Hamilton County will physically isolate any employee with known or suspected COVID-19 from the remainder of the workforce. Any on-site employee who appears to have a respiratory illness shall be separated from other employees and /or other individuals and sent home. If such a situation arises, Hamilton County will identify a designated area with closable doors to serve as an isolation room until such potentially sick employee(s) can be removed from the workplace. Personnel entry in any designated area will be strictly limited.

Personal Protective Equipment (PPE):

Hamilton County will provide any required PPE in accordance with CDC and IOSHA guidance as well as any state and local orders. Employees, when medically able, are encouraged to wear masks. Individual Departments may consider implementing mandatory facemask and/or face shields when employees cannot consistently maintain six feet of separation from other individuals in their workspace.

ADDITIONAL WORKPLACE PROTECTIONS

Engineering Controls:

Hamilton County will implement the following engineering controls:

- Physical barriers, including clear glass and plastic sneeze guards, where feasible.
- Visual indicators on the floor will be used throughout County facilities to help encourage proper social distancing.

Administrative Controls:

Hamilton County will review and implement any other necessary administrative controls as appropriate. Efforts will include, but not limited to, the following:

- Monitor public health communications about COVID-19 recommendations and ensure employees have access to that information.
- Collaborate with employees to design effective means of communicating important COVID-19 information
- Consider strategies to minimize face-to-face contact (e.g., online payment systems, drop boxes, phone-based communication, telework).

Working with Insurance Companies and Local Health Agencies:

Hamilton County will work with applicable insurance companies and state and local health agencies to provide information to employees, and visitors, about medical care in the event of a COVID-19 outbreak.

Continue to Follow Existing IOSHA / OSHA Standards:

Hamilton County will continue to adhere to all applicable existing IOSHA/OSHA standards and requirements.

Non-Essential Travel:

Any employee traveling outside the State of Indiana shall be required to complete, and submit, a Travel Questionnaire (**Exhibit G**) to Safety & Risk Management prior to returning to the workplace. If deemed appropriate, the County's Safety & Risk Manager may require that employees be tested prior to authorizing their return.

Exhibit A

ORDINANCE NO. 04-06-20-D

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HAMILTON
COUNTY APPROVING TELECOMMUNICATION STANDARDS FOR HAMILTON
COUNTY AND THE FORM OF A TELECOMMUNICATING AGREEMENT

WHEREAS, from time to time, it is in the best interest of Hamilton County that certain employees be able to work at home or outside of the offices of Hamilton County; and,

WHEREAS, the Board of Commissioners of Hamilton County is desirous of approving a policy to permit employees to work at home under a Telecommuting/Telework Policy and Telecommuting Agreement, as set out herein.

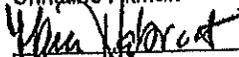
IT IS THEREBY ORDAINED by the Board of Commissioners of Hamilton County as follows:

1. There is hereby created the Telecommuting/Telework Policy for Hamilton County, which is attached hereto.
2. Any employee who is working under the Telecommuting Policy shall, at the direction of the employee's director and/or elected official, enter into a Telecommuting Agreement, which is attached hereto.
3. This Ordinance shall be in full force and effect the 6th day of April, 2020, and shall be incorporated into the appropriate sections of the Hamilton County Personnel Policy, which is included in the Hamilton County Employee Handbook.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County this 6th day of April, 2020.

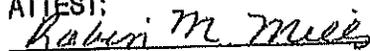
BOARD OF COMMISSIONERS
OF HAMILTON COUNTY

Christine Altman


Mark E. Heibrandt


Steven C. Dillinger

ATTEST:


Rebin M. Mills, Auditor



Title:	Hamilton County Telecommuting/Telework Policy
Policy Effective Date:	04/6/2020

1. OBJECTIVE

To establish the conditions and requirements under which employees may be permitted to participate in the temporary Hamilton County Telecommuting/Telework program for the _____ Department.

2. SCOPE

This policy is applicable to all full-time, non-probationary, employees who have been approved to participate in the program by their Elected Official and/or Department Head.

3. DEFINITION OF TERMS

Approved Telecommuting or Telework allows employees to work from home for a specified time period of their regular work week as a viable workplace alternative to a traditional workplace.

4. POLICY STATEMENT

Telecommuting is a voluntary workplace alternative that is approved for certain positions. The Hamilton County Board of Commissioners support telecommuting when it is reasonable and practical to do so and where operational needs will not be adversely affected. Elected Officials and/or Department Heads have the sole discretion to determine which positions are appropriate for telecommuting. Telecommuting is a privilege; it is not an entitlement, it is a not a County-wide benefit, and it in no way changes any terms and conditions of employment. This is a temporary program and may be revoked or changed at any time at the County's sole discretion.

5. PROGRAM ELIGIBILITY

A. Program Requirements

Employees who wish to be considered for the program are required to obtain their Elected Official and/or Department Head approval prior to participation



Title:	Hamilton County Telecommuting/Telework Policy
Policy Effective Date:	04/6/2020

in the program. Eligibility in this temporary program will be denied where duties and assignments make working remotely difficult or impossible.

In every case, the employee will be required to obtain approval from their Elected Official and/or Department Head prior to participation in the telecommuting program. Any employee eligible for telecommuting is required to submit an email request to their Elected Official and/or Department Head. If approved, a Telecommuting Agreement will be required.

A Telecommuting Agreement is not a contract of employment. The Elected Official and/or Department Head may revoke participation in this program at any time.

Before entering into any telecommuting agreement, the Elected Official and/or Department Head will evaluate the suitability of such an arrangement based on the factors such as, but not limited to:

1. **Employee suitability:** On a case-by-case basis, the Elected Official and/or Department Head will consider several criteria when determining whether the individual employee will be successful in his/her job when telecommuting, including, but not limited to: the employee's proven ability to perform, high job knowledge, ability to establish clear objectives, flexibility, ability to work independently, dependability, and the employee's access to a workspace that is professionally suitable.
2. **Job responsibilities:** The employee and Elected Official and/or Department Head will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
3. **Equipment needs, workspace design, and scheduling issues:** Must be factored in for consideration.

B. Equipment, Work Environment & Security

Hamilton County will determine the appropriate equipment needs (including hardware, software) for each telecommuting arrangement on a case-by-case basis. ISS will serve as resources in this matter. The employee is required to provide internet connectivity, and a printer if applicable. If additional specialty equipment is required, as determined by the department, the County may provide these resources (when appropriate).



Title:	Hamilton County Telecommuting/Telework Policy
Policy Effective Date:	04/6/2020

Equipment supplied by Hamilton County is to be used for business purposes only. The employee must sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment all County property must be returned to the County, unless other arrangements have been made.

The employee must configure Microsoft 365 (Teams) on their laptop, desktop and mobile phone. The County will also configure a CISCO soft-phone on the laptop or as an alternative, the employee's desk phone must be forwarded to his/her cellular device so that the employee is accessible at all times.

Hamilton County accepts no responsibility for damage or repairs to employee-owned equipment.

The employee is responsible for creating a safe and productive appropriate work environment within his or her home for work purposes. Hamilton County is not responsible for costs associated with the setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

The employee is required to comply with all the data security standards established at Hamilton County. If the employee has access to confidential information or related infrastructure, then they also need to ensure that their telework environment complies with security rules related to maintaining the confidentiality of such information.

C. Accessibility

Working remotely means that the employee continues to maintain the same level of accessibility as he/she would maintain if he/she were working in the office. This includes being responsive to emails, telephone calls, voicemails, and text messages. This also includes participating in meetings either telephonically or via videoconferencing equipment (i.e. Microsoft Office 365(Teams) or other tools). Additionally, if department-wide (i.e. All Hands) or other meetings take place that necessitate the employee's physical presence in the office, he/she will be required to come into the office.



Title:	Hamilton County Telecommuting/Telework Policy
Policy Effective Date:	04/6/2020

D. Participation

The Elected Official and/or Department Head will determine the amount of worktime permitted to each employee in this program. In order to meet staffing necessities, Elected Officials and/or Department Heads may consider flexing employee work schedules in order to achieve departmental needs and employee work/life balance. Telecommuting employees will be required to maintain his/her regular work schedule and are expected to be "at their desks" and available the same way he/she would be at the office unless circumstances warrant otherwise. Employees are required to maintain communication with their Elected Official and/or Department Head throughout the workday as necessary.

E. Accounting of Productivity

Elected Officials and/or Department Heads must provide a work plan for telework to employees when working from home. This plan must include the assignment of specific detailed tasks and expected time to be spent on those tasks, with a form of measuring the completion as directed. In order to validate the accountability of compensable County work time, the participating employee is required to maintain a daily productivity log to document work performed during the telecommuting program.

The availability of telecommuting as a flexible work arrangement for Hamilton County employees can be discontinued at any time at the sole discretion of the employee's Elected Official, Department Head and/or the Hamilton County Board of Commissioners.



Title:	Hamilton County Telecommuting/Telework Policy
Policy Effective Date:	04/6/2020

6. NON-COMPLIANCE

Failure to comply with this policy may result in the discontinuation of an individual employee's participation in the Telecommuting/Telework Program, and/or disciplinary action up to and including termination of employment.

Elected Official and/or Department Head Approval

Name & Title		Signature
Name: _____	Approved Date _____	
Title: _____	Effective Date: (If not approved date) _____	



Telecommuting Agreement - Effective 4/6/2020

This temporary agreement is between the Hamilton County _____ Department and the employee hereto mentioned. Every employee is responsible for accurately recording time worked. Employees should accurately record the time they begin and end their work, the time they begin and end each meal period, and the time they begin and end any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

The Elected Official and/or Department Head can terminate this agreement without advanced notice at any time with or without cause.

The parties agree as follows:

Employee's Name: _____ (referred to throughout this document as the "Employee" or "Teleworker")

Employee's Position: _____

Effective Date: _____

Normal Telework Location: _____
(Street Address)

(City, State, Zip Code)

(Telephone to be reached at during normal working hours)

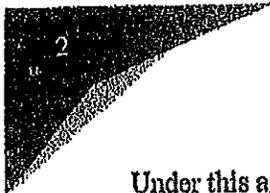
Scope of the Agreement:

Employee acknowledges he/she has reviewed the Telecommuting/Telework Temporary Program Policy and agrees to abide by all the terms and conditions therein.

The _____ Department and the employee agree that, with the approval of the Elected Official and/or Department Head, the employee may perform assigned work at location(s) other than the employee's customary office in their respective offices.

This approval begins on _____ through _____. Elected Official and/or Department Head will evaluate further to determine the continuation of the Telecommuting option.

April 6, 2020



Under this agreement, you are hereby approved to telecommute following the scheduled list below:

Day	Total Hours Approved	Approved Worksite Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Any deviation from the schedule listed above will require prior written approval from the responsible Elected Official and/or Department Head. All overtime must be pre-approved by the Elected Official and/or Department Head.

At the Elected Officials and/or Department Heads discretion, the employee may be asked to report in person to their respective office or to a designated location for meetings and other work-related events where in-person presence is required.

Workspace

If working from home, the employee agrees to provide a designated workspace at the telework location identified above for the purpose of performing work for the County. The employee further agrees to maintain the telework location in a safe and responsible manner, including ensuring that the location is in compliance with all applicable building codes. The employee agrees that the County will be under no obligation to maintain or repair any structure at the telework location or the workspace contained therein. All maintenance of the remote structure is the responsibility of the employee.

The employee will apply approved safeguards to protect department records from unauthorized disclosure or damage. Work done at the telework site is considered official County business. All County records, papers, and correspondence must be safeguarded and protected from unauthorized use or disclosure as defined in the County information security policies.

Telework Supplies & Equipment:

Any equipment and/or supplies provided by the County under this agreement shall remain the property of Hamilton County. Employees will be required to fill out an Inventory Log (Appendix A) which details all equipment and/or supplies being taken home for use and agree to take appropriate action to protect specified items from damage or theft.

April 6, 2020

Dependent Care:

Both parties agree that teleworking is not a substitution for in-home child or dependent care. Hamilton County's goal in creating this policy is to allow employees maximum flexibility to Work from Home (when approved).

Elected Officials and Department Heads should consider permitting flexibility for employee work schedules in order to balance work/life needs for individuals eligible to participate in this program. A flexed schedule may include a combination of time worked at home (amending an employee's normal schedule), and time worked at their office, and use of approved paid benefit time or unpaid time (when applicable).

Outside Employment:

The employee acknowledges that no work related to any approved outside employment may occur during the employee's regular work time, regardless of whether that work is being performed remotely or in the office.

Work Expectations:

Consistent with this agreement, the employee pledges to make every good-faith effort to perform the work required as a teleworker in a proactive, professional manner, maintaining the standard of quality and service established by the County. The employee agrees to follow required work schedules and procedures as outlined by the County and Elected Official and/or Department Head.

Productivity Logs, Accountability and Supervisor Communication:

Elected Officials and Department Heads must establish specific expectations and rules for each employee participating in this program in order to validate completed work assignments. This shall include daily email, logging of work progress by completing the Daily Work Productivity Log (Appendix B) and communicating through various technology such as Office 365 Teams platform.

The employee acknowledges by signing this agreement that they are expected to satisfy all job responsibilities and performance requirements of their position, and acknowledges that if they fail to perform duties or meet project or other related milestones or deadlines, participation in the telecommuting pilot may be discontinued at that time. The employee agrees to meet as often as requested to review this agreement, the employee's performance and any other reason as deemed appropriate by their Elected Official and/or Department Head.

April 6, 2020

I have read this agreement and the Hamilton County Telecommuting Policy, and I agree to the responsibilities and conditions described in the Telecommuting Policy and within this agreement.

Employee Name

Employee Signature

Date

Approved By:

Elected Official/Department Head

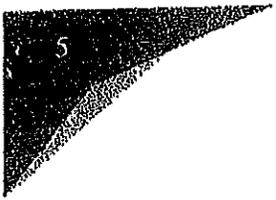
EO/DH Signature

Date

Appendix A

Item Number	Description	Qty	Date Borrowed	Date Returned	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

April 6, 2020



Appendix B

Daily Work Productivity Log

Employees are responsible to accurately record the time they begin and end their work, the time they begin and end each meal period, and the time they begin and end any split shift or departure from work for personal reasons.

Overtime must always be approved before it is performed.

Name: _____

Date: _____

H/O	Activity Description	Start Time	End Time	Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

April 6, 2020

Exhibit B

ORDINANCE NO. 03-23-20-B

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HAMILTON COUNTY
WAIVING CERTAIN PROCEDURES AND FORMALITIES DURING DISASTER EMERGENCY
PURSUANT TO I.C. §10-14-3-17 AND THE EXECUTIVE ORDERS OF THE STATE OF INDIANA

WHEREAS, the novel coronavirus COVID-19 ("COVID-19") is a respiratory virus which is transmitted from human to human and can result in serious illness or death; and

WHEREAS, on January 31, 2020, the Secretary of Health and Human Services for the United States declared a public health emergency in response to COVID-19; and

WHEREAS, on March 6, 2020, the Governor of the State of Indiana, by Executive Order 20-02, declared a public health emergency "the Declaration" for the confirmed existence of COVID-19 within the State of Indiana; and

WHEREAS, pursuant to Ind. Code §10-14-3-17(j)(5), in the event of a disaster emergency, a political subdivision may waive procedures and formalities otherwise required by law pertaining to all acts of the political subdivision; and,

WHEREAS, the State of Indiana has authorized the Boards, Commissions, and other bodies of local government to hold public meetings with as few as one (1) member in attendance at the public meeting and other members participating by phone or other electronic means; and,

WHEREAS, the Board desires to avoid the disruption of county government and essential county services; and

WHEREAS, the Board recognizes concern for public health due to COVID-19 may prevent all members of a Board or Commission from meeting at its scheduled meetings to conduct its business.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Hamilton County, Indiana, as follows:

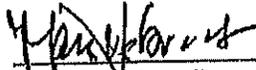
1. Any member of the Board of Commissioners of Hamilton County, Indiana, or member of another Board or Commission of Hamilton County, who is unable to attend a public meeting in person, for any reason during this time, may participate and vote on any issue before the Board or Commission by phone or other electronic means, as long as one (1) member of the Board or Commissioners of Hamilton County is present at the advertised location of the meeting; that the meeting is open to the public; and the minutes of the meeting are prepared, approved, and maintained.

ALL OF WHICH IS ORDAINED this 23rd day of March, 2020.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY



Christine Altman



Mark E. Heibrandt



Steven C. Dillinger

ATTEST:

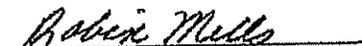

Robin M. Mills, Auditor

Exhibit C

ORDINANCE NO. 04-06-20-A

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HAMILTON
COUNTY IMPOSING EMERGENCY RESTRICTIONS ON ACCESS TO THE
HAMILTON COUNTY GOVERNMENT AND JUDICIAL CENTER
AND THE HISTORIC HAMILTON COUNTY COURTHOUSE

WITNESS THAT:

WHEREAS, the Governor of the State of Indiana declared a health emergency arising out of the COVID-19 virus, which health emergency is anticipated to be extended; and,

WHEREAS, the Board of Commissioners of Hamilton County are desirous of passing an Ordinance to further protect those employees who are working in the Hamilton County Government and Judicial Center and the historic Hamilton County Courthouse ("the Government Office Buildings"), by limiting the access points into the Government Office Buildings and authorizing the Deputies of the Hamilton County Sheriff's Department ("the Security Officers") to refuse access to the Government Office Buildings to all persons, under the terms set out herein.

IT IS THEREBY ORDAINED by the Board of Commissioners of Hamilton County as follows:

1. Pursuant to Section 5.2 of the Hamilton County Employee Handbook, the Board of Commissioners of Hamilton County has declared an Emergency Closing and ordered all Hamilton County offices to continue to be closed to the public beginning at 4:30 p.m., on the 6th day of April, 2020, through the 17th day of April, 2020.
2. Beginning at 7:00 a.m. on April 7, 2020, all persons, including employees, directors, and elected officials accessing the Government Office Buildings, shall enter the public entrance on the eastside of the Hamilton County Government and Judicial Center ("the East Entrance"). Access to the Government Office Buildings shall only occur between 7:00 a.m. and 4:30 p.m. Monday through Friday, other than card job employee access outside those hours.

3. Any person seeking access to the Government Office Buildings shall:

- a. Present a valid County Employee Identification Badge or other evidence of a need to access the Government Office Buildings;
- b. Answer the screening questions of the Security Officers in the negative;
- c. Have their temperature taken by the Security Officers, which temperature shall be below 100.4°. If thermometers activated by skin contact are not available, access may be denied if the Security Officers in their sole discretion believes the person appears to have any symptoms of illness; and
- d. Apply hand sanitizers prior to entering the building.

4. The Security Officers shall deny access to any person who fails to comply with the terms set out in Section 3 above.

5. Employees and other persons who intend to go to the Historic Courthouse, shall enter through the East Entrance of the Government and Judicial Center, and upon admission, use the tunnel under 8th Street to access the Historic Courthouse.

6. The Court Security Commander may authorize access at other points, or deviations from Section 3 above, only upon a showing of substantial hardship. However, all employees authorized for alternative access to a Government Office Building at any point, other than the East Entrance, shall immediately report to the nearest Security Officer location within the Government Office Building and comply with the terms of Section 3 before entering the employee's office or work station.

7. Any person using their card fob to avoid the procedures in Section 3 above, without approval under Section 6, may be subject to immediate removal, disciplinary action, and/or deactivation of their card fob.

8. Directors and elected officials are encouraged to stagger the arrival time of employees to minimize congestion at the East Entrance.

9. The Security Officers shall collect and maintain all data concerning use of card fobs during regular business hours and provide said information to the Board of Commissioners of Hamilton County, their assistant or any director or elected official, whose employees have violated the terms of this Ordinance.

10. This Ordinance shall be effective upon notice to all employees that thermometers are available to comply with all of the terms of this Ordinance.

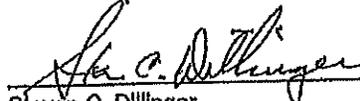
ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County this 6th day of April, 2020.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY

Christine Altman

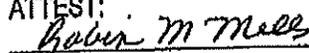


Mark E. Helfbrandt



Steven C. Dillinger

ATTEST:



Robin M. Mills, Auditor

Exhibit D



HAMILTON COUNTY
SAFETY / RISK MANAGEMENT

Visitor COVID-19 Travel Questionnaire

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Self-Declaration by Visitors	
1	Have you traveled outside the country within the last 14 days? Yes ___ No ___ If yes, where: _____ (Please see list at bottom of the page)
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes ___ No ___
3	Have you been in close contact with anyone who has traveled outside of the country within the past 14 days? Yes ___ No ___ If yes, where did they travel: _____ (Please see list at bottom of page)
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes ___ No ___

Current List of Countries with *Level 3 Travel Health Notice*:

Date 3/19/2020

- China
- Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City
- Iran
- Ireland
- Malaysia
- South Korea
- United Kingdom: England, Scotland, Wales, and Northern Ireland

Exhibit E

ORDINANCE NO. 03-16-20-B

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF HAMILTON
COUNTY AUTHORIZING THE EXCLUSION AND/OR REMOVAL OF
PERSONS FROM HAMILTON COUNTY BUILDINGS

WHEREAS, the Board of Commissioners of Hamilton County is aware of the issues concerning the potential spread of the COVID-19 Virus in the United States, including Hamilton County, Indiana; and,

WHEREAS, it is in the best interest of the health, safety, and welfare of the citizens of Hamilton County, as well as Hamilton County employees, that persons who show apparent symptoms consistent with the COVID-19 virus be prohibited from entering into, or remaining within any building, structure, or other location owned or operated by Hamilton County, Indiana, or any department thereof ("Hamilton County Property"); and,

WHEREAS, it is necessary that the Board of Commissioners of Hamilton County approve an Ordinance which authorizes the employees of Hamilton County, as well as the security personnel of Hamilton County, to deny any person access, or the right to remain within, or upon, Hamilton County Property, if the person appears to have any symptoms of the COVID-19 virus.

IT IS THEREFORE ORDAINED by the Board of Commissioners of Hamilton County as follows:

1. Any person who appears to show symptoms of the COVID-19 virus, including runny nose, sore throat, cough, fever, shortness of breath or difficulty breathing may be prohibited entering, asked to leave, or be escorted from any building, structure, or other location owned or operated by Hamilton County, Indiana, or any department of the County.

2. In the event any person with the symptoms described above, fails to follow the request described above, the person will be escorted from the Hamilton County Property with the minimal force necessary.

3. The terms of this Ordinance also applies to Hamilton County employees who show symptoms of the COVID-19 virus and are asked to leave any Hamilton County Property.

4. This Ordinance shall be effective on March 16, 2020, and is executed on this date pursuant to a motion passed by the Board of Commissioners of Hamilton County on March 12, 2020.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County as of the 16th day of March, 2020.

BOARD OF COMMISSIONERS
OF HAMILTON COUNTY



Christine Altman

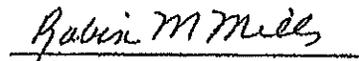


Mark E. Heibrandt



Steven C. Dillinger

ATTEST:



Robin M. Mills, Auditor

Exhibit F

ORDINANCE NO. 04-27-20-A

AN ORDINANCE OF THE BOARD OF COMMISSIONERS OF
HAMILTON COUNTY AMENDING PART OF ORDINANCE NO. 04-20-20-A

WHEREAS, on the 20th day of April, 2020, the Board of Commissioners of Hamilton County approved Ordinance No. 04-20-20-A; and,

WHEREAS, the Board of Commissioners desires to amend Ordinance No. 04-20-20-A to replace Section 10 of the Ordinance as set out herein.

IT IS THEREBY ORDAINED by the Board of Commissioners of Hamilton County that Section 10 of Ordinance No. 04-2020-A is amended to read as follows:

10. Effective April 27, 2020, any full or part-time employees meeting any of the criteria outlined below shall not be permitted to return to work unless the employee has tested negative for COVID-19:

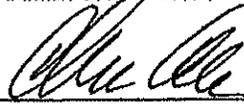
- a. Exhibits sign and/or symptoms of COVID-19 infection during a routine screening process as determined by the employer; or
- b. An employee is experiencing COVID-19 symptoms and seeking medical diagnosis; or
- c. If any employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; or
- d. An employee experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor; or
- e. A member of an employee's household or immediate family* is presenting or experiencing symptoms of COVID-19; or
- f. An employee or member of an employee's household or immediate family* has tested positive for COVID-19; or
- g. Other reasons as determined appropriate by the County's Safety and Risk Manager.

The County Safety and Risk Manager shall provide employees with information concerning testing and all test results shall be provided to the Safety and Risk Manager, who shall notify the appropriate director or elected official that the employee is eligible to return to work. The County shall pay the cost, if any, of all testing provided by a facility approved by the Director of Safety and Risk Management.

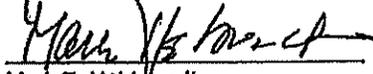
This Ordinance shall be in effect upon passage.

ALL OF WHICH IS ORDAINED by the Board of Commissioners of Hamilton County this 27th day of
April, 2020.

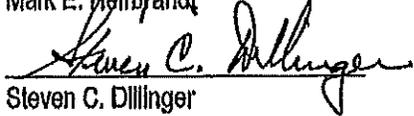
BOARD OF COMMISSIONERS
OF HAMILTON COUNTY



Christine Altman



Mark E. Holbrandt



Steven C. Dillinger

ATTEST:



Robin M. Mills, Auditor

Exhibit G



HAMILTON COUNTY
SAFETY / RISK MANAGEMENT

Employee COVID-19 Travel Questionnaire

The safety of our employees, families, visitors and supplier/vendor partners remain Hamilton County's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, Hamilton County staff and leadership are monitoring the situation closely and will periodically provide guidance based on recommendations from the Centers for Disease Control and Prevention, World Health Organization, as well as from state and local government agencies.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Employee Name:	Best Contact Number:
Department:	Direct Supervisor:

Self-Declaration by Employees	
1	Have you returned from any of the countries listed on the CDC Level 3 Travel Health Notice List within the last 14 days? Yes ___ No ___ If yes, where: _____
2	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes ___ No ___
3	Have you been in close contact with anyone who has traveled within the last 14 days to one of the countries listed on the CDC Level 3 Travel Health Notice List ? Yes ___ No ___
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)? Yes ___ No ___
5	Have you traveled outside the state of Indiana within the last 14 days? Yes ___ No ___ If yes, where: _____ Method of Travel: Car ___ Plane ___ Train ___ Boat ___

Employee Signature: _____ Date: _____

Upon completion, please forward finished documents to Safety & Risk Manager, Steven Rushforth, at the following email address:
steven.rushforth@hamiltoncounty.in.gov

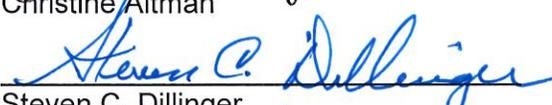
ALL OF WHICH IS APPROVED by the Board of Commissioners of Hamilton County, this

22 day of June, 2020

APPROVED
HAMILTON COUNTY BOARD OF COMMISSIONERS



Christine Altman



Steven C. Dillinger



Mark Heirbrandt

ATTEST:



Robin M. Mills, Auditor

Date: 06-22-20